

**NEEDS ASSESSMENT COMMITTEE
MINUTES FOR OCTOBER 21, 2004
MAYOR'S LARGE CONFERENCE ROOM**

Attending:

John Fowlkes, CAO of Shelby County Government
Scott Fleming
Cato Johnson, Methodist Healthcare
Nisha Powers
Jay Weatherington
Commissioner David Lillard
Bobby Webb, Shelby County Schools
Maura Sullivan, Shelby County Schools
Richard Holden, Shelby County Schools
Lynn Watson-Crain, Memphis City Schools
Tom Glass, University of Memphis
Missy Bailey, Shelby County Government
Jodi Groover
Kevin Gallagher, Shelby County Government
Nick Clark
David Pickler, Shelby County Schools
Rick Copeland, Office of Planning and Development

Fleming: Approval of Minutes for October 7, 2004

Fleming: No old business to discuss

Fleming: New business that was discussed was the Guidelines and stated that the Committee had been working on this for 3 months and we were basically in "survival" mode this year. Asked the Committee to review the guidelines and stated that they had asked the schools to submit a 5-year comprehensive plan and 1-year capital expenditures plan. Stated that this was Mayor Wharton's top 10 critical needs of requested items to be completed and finalized.

Pickler: Inquired as to how the Committee de-politicizes objectives on this type of issue.

Sullivan: Stated that schools provide information to OPD concerning specialized areas for better service

Copeland: Stated that OPD has no problem with a check and balance procedure and would like to believe that OPD is not viewed as one-sided

Fleming: Inquired with the Committee as to the expectation of the information coming together

Sullivan & Copeland: Suggested that the Committee have a conference so that everyone is on the same page and submit a report to show any differences between the schools and OPD – all in one document which would show all the input and different views

Watson-Crain: Stated concerns about the plan and putting all the information into one document

Fleming: Indicated that he thought it was a great idea and recommended that the committee come back with some suggestions

Clark: Stated that a timeframe needed to be put on this idea as well as the entire comprehensive plan itself

Fowlkes: Stated that the Commissioners had concerns on the timeframe of this and they have stated “the earlier, the better”. Stated that January timeframe was probably unlikely, but rather February or March would be a more adequate timeframe

Fleming: Discussed the annual request for the comprehensive plan

Watson-Crain: Asked about what fiscal year the Committee was speaking of

Commissioner Lillard: Stated that it would be for fiscal year 2005-2006 and stated that the realm of funding and requests outside the comprehensive plan would be relative to capital expenditures- outside of 655 funds

Commissioner Lillard: Asked as to where we were in terms of the guiding principle fee and what criteria is applied for boundaries and building schools and the fact of construction costs

Fleming: Believes that it is up to the Committee, especially life safety issues and personal needs issues

Commissioner Lillard: Stated that there are questions by the public such as:
Is there overbuilding and costs associated with that?
Is there a need for that?
Stated that the Committee can look and address those issues but that the Commissioners won’t have time

Clark: Touched base on the Guided Principles. Stated that the County needed to deal with the political issues of it and the Committee provide for increase in conversation between the schools for what

each schools positions and needs are. Addressed Committee as to What is going to work long-term/population wide?

Commissioner Lillard: Stated that the Committee needed to gather data dealing with total number of students and how many square footage/students and formulate a plan; develop criteria and how we break this down

Clark: Schools/Facilities need to match up with educational programs

Pickler: Stated that you can't build base model for "special education" and that the Committee needs to look at the infrastructures & needs & programs to formulate criteria

Commissioner Lillard: Reiterated the fact that the County debt will be an approximate \$1.9 billion and that we need to build confidence to show the community that we can manage our funds

Glass: Stated that we needed an inventory of schools and amount of space, then process programs, and get technical and practical capacities; Indicated that we could put code numbers on the classrooms to formulate this

Commissioner Lillard: Stated that some schools might already have this information and a lot of schools are currently working on an inventory database

Webb: Stated that schools needed to be simple and generic because technology changes all the time and so do trends with time. In other words for example, schools need wider hallways because there are too many fights between students

Crain: Agreed that schools needed to be generic and stated that new schools that are built need to be constructed in order to last another 50 years but thinks that the Committee can quantify this and that the Committee set some standards on this

Glass: Stated that the quality of design is the flexibility of it, which is critical and that the standard formula of using average numbers is used with caution (sq. footage vs. students)

Crain: Stated that there is an issue as to schools trying to keep attorneys out of the issues of renovations for vocational schools

Weatherington: Asked about what the square footage is per classroom after a school has an addition put on. For example, he used Tara Oaks Elementary

Holden: Schools have different square footages but the latest school is about 106,000 square footage and school systems were cutting down on the square footage to save money. For example $780 \text{ sq. foot} / 20 \text{ students} = 39 \text{ square footage per child}$

Weatherington: Touched base on the cost of schools

Carter: Stated that there may be a desire to deal with square footage but the public may not perceive it that way. Addressed to the Committee that we needed to do a simple matrix/formula so that we could build public confidence and that way no questions of overbuilding and costs are associated with this

Commissioner Lillard: Agreed that the Committee needed to provide basic criteria in order for the County Commission to fully understand

Johnson: Stated that as a Committee, we will be asked to prioritize needs in our criteria and we need to be able to articulate that

Commissioner Lillard: Discussed the issue again about public confidence and strategic planning for the use of the money associated with the plan due to our county debt, reminded everyone that we do not have a lot of resources available

Glass: Stated that the school districts should submit their priorities for their school

Pickler: Stated that “yes, this is taking place.”

Fleming: Discussed that the Committee needed to set up criteria and may need to use staff and consultants to do background research

Crain: She believes that City Councilman Tom Marshall’s Committee may be able to help us on the criteria issues

Glass: Strongly believes that this is a square footage issue. That the Committee needed to do walk-through on schools, look at their programs and the nature of the schools conditions

Fleming: Stated that Mayor Wharton has suggested that we use some consultants because he doesn’t see how we (Committee) can get it all done (the report and all the criteria)

Glass: Discussed the fact that we needed to develop a process where both city and county can use to put together their needs and develop

criteria; In other words, use a school, put together a report and use that as a model

Pickler: Stated that this was an overwhelming issue and that we, as a Committee, needed to make a decision and opinion in order to try and meet a December deadline for some decisions

Fleming: Asked Commissioner Lillard if the Commission was looking at this as a long-term issue

Commissioner Lillard: Stated that they were looking at the overall approach (over-utilization, under-utilization). Asked how the Committee could assign staff within the County to help with this project

Carter: Asked if the school systems could give the Committee a list besides the 655 fund issues

Pickler: Addressed Carter and stated that the new projects that are being processed right now are in an exclusive list

Crain: Discussed issues as to combining attendance numbers, correcting 504, ADA, and life-safety issues and focus on the greatest needs and prioritizing students needs

Sullivan: County and City have discussed several issues and have number of students and square footage, but maybe the Committee needs to submit land acquisition reports

Fleming: Agreed with Sullivan but stated that we needed to focus on things that we can deal with THIS YEAR

Glass: Stated that the Committee needed to discuss mutual template and then move forward

Crain: Reiterated that the quicker we can meet and compile data, the better off we would be

Glass: Discussed Planning Grants regarding land acquisitions and unhoused students

Holden: Schools submitted a 30-month timeframe if there was a spot for Southeast High School and the timeframe for the construction and design of the building could meet the August 2006 deadline

Glass: Discussed fast-track issues

Holden: A lot of timeframe and fast-track issues depend on the Fire Marshall

Fowlkes: Addressed to the Committee that we are discussing 2 separate issues and that they were short and long-term issues; Suggested that with the short term issue that the Committee receive immediate year projects and then pull together generic information about schools for comparison purposes; Then for long-term issues, move onto the long-term issues and analyze a 5-year plan and move forward

Pickler: Asked the Committee if we could make a motion for this plan?

Fleming: Fine, agree.

Commissioner Lillard: Stated that he would like to look at it first

Fleming: Suggested putting together a 3-man member of the committee (sub-committee) to look at the plan

Pickler: Reiterated the fact that we have a problem vs. deadline and school board readings and that is why we are here

Fleming: Agreed that was a good point

Lillard: Agreed under these circumstances

Fowlkes: Stated that we are under a tight deadline

Johnson: Agreed to make a motion and we were subject to amendments later

Pickler: Made the motion

Johnson: Second the motion

Committee and Fleming: Approved

Sullivan: Stated that under this timeframe we will be as efficient as we can

Fleming: Volunteers for the 3-man subcommittee -
John Fowlkes
Commissioner David Lillard
Scott Fleming

Fleming: Stated that this is high priority on Mayor Wharton's list and it is imperative that we do not fall on our face

Fleming: Discussed with the Committee that we have a joint call meeting with Mayor Wharton in attendance and possibly host a breakfast

Fowlkes: Stated that the Committee needed to communicate with both systems and the County Commission and that it was critical to show how this process is going

Fleming: The breakfast will be our next meeting and Mr. Fowlkes will get the Mayor's calendar. The sub-committee will meet after this Committee meeting is adjourned.

Fleming: Meeting adjourned.